

PURCHASE CARD RECORD

PART I: TO BE COMPLETED BY INITIATOR

1. VENDOR:		2. CARDHOLDER INFORMATION:		3. P.O. # H- DCN# G- COST ELEM: 2629	
POC: _____ Phone: _____ Vendor Code: _____		Name: _____ Mail Code: _____ Phone: _____ Fax: _____ Buyer: PS12-C TPA:99		4. Purchase Date: _____ Required Del. Date: _____ 5. PROCUREMENT PLACEMENT CODE (Check one) Small Business Large Business Non-Competitive <input type="checkbox"/> IC <input type="checkbox"/> EC Competitive <input type="checkbox"/> HC <input type="checkbox"/> CC	
6. ITEM#	7. DESCRIPTION/PN	8. QTY	9. UNIT/ MEAS.	10. UNIT COST	11. TOTAL COST
12. ACCOUNTING AND APPROPRIATION DATA:		13. ESTIMATED SHIPPING CHARGES			
		14. <input type="checkbox"/> FOB:DESTINATION <input type="checkbox"/> OTHER		15. TOTAL	
16. SHIP TO: <input type="checkbox"/> USER <input type="checkbox"/> CENTRAL RECEIVING					
17. NAME/CODE: AGENCY: CITY: BUILDING: ROOM:		18. Marshall Space Flight Center Central Receiving Building 4471 MSFC, AL 35812 REFERENCE PURCHASE ORDER # H- DCN# G-CA-Z			
19. <input type="checkbox"/> (Check if flight/flight associated and attach quality requirements bearing signature of QE.) RESPONSIBLE QUALITY ENGINEER (QE): (Name)					
20. CARDHOLDER CERTIFICATION OF RECEIPT: SIGNATURE: DATE:					
21. USER CERTIFICATION OF RECEIPT: SIGNATURE: DATE:					
PART II: FOR PROPERTY MANAGEMENT GROUP USE ONLY					
22. <input type="checkbox"/> REQUIRED PROPERTY MANAGER:			ACCOUNT NUMBER:		
23. PMG CERTIFICATION OF RECEIPT: SIGNATURE: DATE:					

PURCHASE CARD RECORD INSTRUCTIONS

Block 1 - Vendor Information: Self-Explanatory

NOTE: The Vendor Code information is obtained from the Procurement Data Warehouse System (PDWS) located at: <http://ec.msfc.nasa.gov/msfc/metro/ccard.html> .

Block 2 - Cardholder Information: Self-Explanatory

Block 3 - Purchase Order and DCN: For tracking purposes, a purchase order number (H-order number) must be used for each purchase made. (See Purchase Card Points of Contact at <http://ec.msfc.nasa.gov/msfc/metro/ccard.html> for obtaining H-order numbers.) The H-order number identifies the file for that order, is the number used by the Receiving Department to identify the order upon receipt from a vendor, and is the number used by the vendor on the outside of all packages that are shipped to the Center. NOTE: The Cardholder should inform the vendor to include the H-order number and the DCN on the outside of all shipments. Purchase card numbers shall NOT be written on the outside of any shipments.

Block 4 - Purchase Date and Required Delivery Date: Self-Explanatory

Block 5 - Procurement Placement Code: For procurement tracking purposes, this block identifies the type of purchase made. Cardholder should match the blocks that are applicable to the type of vendor that is solicited.

Block 6 - Item #: Self-Explanatory

Block 7 - Description: Self-Explanatory

Blocks 8, 9, 10 & 11 - Qty, Unit/Meas./Unit Cost, Total Cost: Self-Explanatory

Block 12 - Accounting & Appropriation Data: Accounting information from APRS, MSFC Form 55 or MSFC Form 1007

Block 13 - Estimated Shipping Charges: If other than "FOB Destination" is quoted, the Cardholder is to obtain an estimated amount for shipping from the vendor during the placement of the order. The Cardholder is advised to add extra dollars to the quoted price because there often is a slight increase over the quoted amount for the shipping costs. This will alleviate problems that RS23 may experience during billing reconciliation.

Block 14 - FOB Destination/Other: Describes the method of shipment. If quoted FOB Destination, the vendor is responsible for the shipment of the item until it reaches the MSFC dock. If quoted FOB Other (Origin), MSFC is responsible for shipment from the time that it leaves the vendor's dock. FOB Destination is the preferred method of shipment for the credit card program.

Block 15 - Total: Self-Explanatory

Block 16 - Ship To: Self-Explanatory

Block 17 - Name/Code: Cardholder provides the name and address of the person that will actually use the purchased items.

Block 18 - Transportation Information: Self-Explanatory

Block 19 - Check if the order is flight/flight associated; record the responsible Quality Engineer's (QE's) name; and attach the quality requirements bearing the signature of the QE (See paragraph 6.6.2).

Block 20 - Cardholder Certification of Receipt: Cardholder signs and dates this block ONLY after receipt of the goods and services ordered.

Block 21 - User Certification of Receipt: User, if other than cardholder, signs and dates this block ONLY after receipt of the goods and services ordered.

Blocks 22 - 23 - FOR PROPERTY MANAGEMENT GROUP USE ONLY